

Program Description/Textbook or Print Instructional Material

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Working: Career Success for the 21st Century

Author: Bailey Copyright: 2003

ISBN: 0-538-69966-3 Course/Content Area: Vocational and Career Education:
Pathway to Careers Program; Career Work Experience 3-4

Intended Grade or Level: 9-12 Readability Level: 7.3 (Flesch Kincaid)

List Price: 58.95 Lowest Wholesale Price: 44.00

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accommodations (Level One, Two or Three) Level Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance It is not financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content

- This updated version gives users a solid grasp of how to prepare for work and life through career planning, money management, and independent living techniques.
- This new edition has new features such as coverage of today's hottest careers, easy- to-remember rules for improving study skills and strong emphasis on critical SCANS workplace skills.
- Covers occupations in the digital age.
- Math Connection and Communication at Work features reinforce the basic skills necessary for life and work.

Student Experiences

- With comprehensive coverage and special sections that focus on diversity, listening skills, problem solving and time management, this book will provide the tools everyone needs to excel and succeed in their academic and professional careers.

Assessment

Working: Career Success for the 21st Century 3E presents information on how to prepare for work and life through career planning, money management, and independent-living techniques. This revision of Working: Learning a Living covers a large variety of occupations, techniques for finding and utilizing job leads, critical SCANS skills, listening skills, and time management.

Organization

UNIT 1: PREPARING FOR WORK. 1. Learning about Work. 2. The Job Ahead. 3. Looking for a Job. 4. Applying for a Job. 5. Interviewing for a Job. UNIT 2: WORKING ON THE JOB. 6. Beginning a New Job. 7. Expectations of Employers. 8. Worker Rights and Protections. 9. Human Relations at Work. 10. Earnings and Job Advancements. 11. Appearance on the Job. UNIT 3: CAREER PLANNING. 12. Career Decision Making. 13. Information About Your Self. 14. Career Information. UNIT 4: SUCCESS SKILLS. 15. Communication Skills. 16. Math and Measurement Skills. 17. Safety Skills. 18. Leadership Skills. 19. Computer and Technology Skills. 20. Entrepreneurial Skills. UNIT 5: MANAGING YOUR MONEY. 21. Our Economic World. 22. The Consumer in the Marketplace. 23. Banking and Credit. 24. Budgeting, Saving, and Investing Money. 25. Insuring Against Loss. 26. Taxes and Taxation. 27. Social Security and IRAs. UNIT 6: INDEPENDENT LIVING. 28. The Legal System. 29. Where to Live. 30. Healthful Living. 31. Responsible Citizenship. 32. Education for Lifelong Learning

Resource Materials

Gratis Items To Be Provided And Under What Conditions

ExamView CD (0-538-69968-x) Free 1 per teacher
Instructor's Edition for Working Papers (0-538-69972-8) Free 1 per teacher
Instructor's Resource CD (0-538-69974-4) Free 1 per teacher
Instructor's Resource Box (0-538-69971-x) Free 1 per teacher
Instructor's Wraparound Edition (0-538-69975-2) Free 1 per teacher

Available Ancillary Materials

Student Working Papers (0-538-69969-8)

Learner Guide, Communicating with Your Team (0-538-43345-0)
Module, Communicating with Your Team (0-538-43342-6)

Learner Guide, Communication and Diversity (0-538-43352-3)
Module, Communication and Diversity (0-538-43349-3)

Learner Guide, Communication and Ethics (0-538-43359-0)
Module, Communication and Ethics (0-538-43356-6)

Learner Guide, Employment Communication (0-538-43324-8)
Module, Employment Communication (0-538-43321-3)

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate ***“not available”*** in the space.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Pathways to Careers



Title: Working: career Success in the 21st Century \$44.00			
Publisher: Thompson/Southwestern			
Item Evaluated: Text and Supplemental materials			
Copyright Date: 2003		Evaluator: Pathways Committee	
Content Level: 10-12		Date of Evaluation 7/29/03	
Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance
This section completed by Exceptional Children Services			

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
<input checked="" type="checkbox"/> Recommended by reviewers to State Textbook Commission
<input type="checkbox"/> Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Pathways to Careers



Title:	Publisher	
Technology Management Summary Data:	20 possible points	_____18_____ points earned
Technology Management Comments: Teacher management software allows for teacher modification. Expedient feedback available for test takers.		
Technology Presentation/Interface Summary Data:	40 possible points	_____32_____ points earned
Technology Presentation/Interface Comments: Primary selling point is available SCANS simulation. Would be helpful in teaching this somewhat amorphous topic.		
Content Summary Data:	36 possible points	_____30_____ points earned
Content Comments: Content aligns best with Career Work Experience component of Pathways curriculum. One strong feature is Work Ethics discussion topics located in each chapter.		
Instruction & Management Summary Data	52 possible points	_____43_____ points earned
Instruction & Management Comments: Reading level is high for many — grade 14, but overall effect is useful.		
Organization & Structure Summary Data	36 possible points	_____33_____ points earned
Organization & Structure Comments: Magazine type format. Well organized.		
Resource Material Summary Data	40 possible points	_____22_____ points earned
Resource Material Comments: Teacher Wraparound contains math connections, differentiation of instruction for learning styles and abilities, and SCANS connections.		



Group V - Career /Technical & Vocational/Practical Living

Electronic Instructional Media Review Form

Stand Alone/Independent or Integrated Software for Pathways to Careers



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain _____

Type of Software: Check all that apply	_____ Simulation	_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____ Other:

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	3
Allows students to exit and resume at a later time.	3
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments: Allows for printed reports or changing items on test using Exam View Pro.	Total 18

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	3
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	3
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	3
Comments: Software is primarily for instructor use. SCANS simulation available and are very interesting. Good sound and illustrations.	Total 32

Content—Pathways to Careers	Rating
Orientation to Careers and Career Clusters	3
Employability	4
Self Management	4
Work Ethics	3
Decision Making Skills	3
Finding and Keeping a Job	4
Planning Career Path	3
Career Assessment	3
Work Based Learning	3
Comments: Covers most content for Career Work Experiences. Could be very useful for this course despite high reading level. Work Ethics exercises in each chapter.	Total 30

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	3
Engages Students	3
Develops Career Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	3
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	2
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	3
Includes activities and opportunities for integration of technology.	3
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	3
Differentiation techniques and activities suggested.	3
Comments: Builds on prior knowledge. Fry reading level is grade 14. Text has nice appearance. Teachable Vocabulary, Work Ethics, and Math Connections are very useful.	Total 43

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	2
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	3
Comments: Layout is fairly busy. Might appeal to some but distract others.	Total 33

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	3
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	3
Integration opportunities suggested and examples given.	3
Teacher resources are available online.	3
Online resources available – Repeat of information in text.	0
Online resources available – Practice skills only.	0
Online resources available – New application materials.	0
Comments: Math Connections and Communications at Work exercises imbedded in text.	Total 22

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable